

Boil Water Emergency Action Plan

NAME OF ESTABLISHMENT

In the event of a water boil advisory this establishment will follow this emergency action plan as signed below and will provide the Health Department with any and all documentation upon request.

This Emergency Action Plan has been developed for implementation whenever the Town of Orleans issues a Boil Water Advisory due to bacteriological concerns. The plan has been developed in cooperation with the Orleans Board of Health and is based on guidance from the Massachusetts Food Protection Program and the Orleans Health Department.

In the event of an emergency involving a contaminated water supply we agree that an assessment of a number of factors is required. These factors include:

- The complexity and scope of food operations,
- The onset and duration of the emergency event,
- The impact on other critical infrastructure and services; and
- The availability of alternative procedures that can be used to meet Food Code and Food Law requirements.

In the event of a boil water advisory one person in charge will be designated to oversee all safety procedures to ensure that this emergency action plan is followed and that all documentation is maintained as required by the plan. In the event of a shift change, an alternate person in charge will be appointed. It is the responsibility of the designated person in charge to conduct the initial and ongoing assessment to ensure consistent compliance with food safety requirements.

This Emergency Action Plan includes temporary alternative procedures that can be taken to address specific affected food operations during a biological contamination of the water supply (boil water advisory). Where "boiled" water is indicated, the water must remain at a rolling boil for at least five minutes.

Person in Charge: _____ Business Fax Number: _____

Business Phone Number: _____ Business Email Address: _____

Emergency (after hours) phone number: _____

During a Boil Advisory, I agree to follow the procedures outlined in the attached Emergency Action Plan. If safe operations cannot be assured we agree to close the food service establishment and notify the Orleans Health Department.

Owner

Date

Please fill in the above information, then review and initial each page indicating that you have read and agree with the Emergency Action Plan. Return a copy of the plan including any attachments to the Orleans Health Department and keep your copy of the plan on site in a safe, easily accessible location.

Boil Water Emergency Action Plan

Establishment Name

Please fill out the cover page and initial each page of Part I & II of this Emergency Operation Plan make a copy for yourself and return the completed plan to the Orleans Health Department.

Part I Interruption of Water Service

The following operations may be affected

- Drinking Water
- Hand washing
- Beverages made with water
- Ice Making
- Preparing food products requiring water
- Washing/Soaking produce
- Thawing of frozen foods
- Cooking
- Cleaning and Sanitizing utensils and tableware
- Spray Misting Units

Alternative Procedures during a Water Interruption

The following temporary alternative procedures to address specific affected food operations during an extended interruption of water service will be followed:

Drinking Water

- Use commercially bottled water
- Use the municipal water supply after boiling it for 5 minutes prior to use
- Arrange to use a licensed drinking water tanker truck

Handwashing

Alternative Procedures

- Use heated bottled water or boiled water
- Do not allow bare hand contact with ready-to-eat food. Suspend alternate procedures for bare hand contact.
- Wash hands with soap and water for 20 seconds followed by a food code compliant hand sanitizer.

Ice Making

- Discard all existing ice
- Discontinue making ice
- Use only commercially manufactured ice

Beverages made with water – including post mix carbonated beverages, auto-fill coffee makers, instant hot water dispenser, juice, tea, etc.

Discontinue the use of

- post-mix carbonated beverage machine
- auto-fill coffee makers
- instant hot water heaters/dispensers
- other dispensers that are automatically filled with water
- Use commercially bottled water
- Use the municipal water supply after boiling it for 5 minutes prior to use

Preparing food products requiring water

- Discard any ready-to-eat food prepared with municipal water prior to the discovery of the contamination
- Prepare ready-to-eat food using commercially bottled or boiled water
- Prepare ready-to-eat food using the municipal water supply after boiling it for 5 minutes prior to use

Washing/Soaking produce

- Use pre-washed packaged produce
- Use frozen/canned fruits and vegetables
- Wash fresh produce with water that has been boiled
- Wash fresh produce with commercially bottled water

Thawing of frozen foods

- Thaw only in the refrigerator or as part of the cooking process.

Cooking

- Use commercially bottled water
- Arrange to use a licensed drinking water tanker truck.
- Cook with the municipal water supply after boiling it for 5 minutes prior to use

Cleaning and Sanitizing utensils and tableware

- Use single-service utensils and tableware.
- Use the existing automatic dish machine or the 3-compartment sink. Make certain that the sanitization step (sanitizer concentration/temperature) is being properly conducted and monitored (**record water temperature and/or sanitizer concentration**).

Spray Misting Units (used to spray produce, seafood, meat cases, etc)

- Discontinue use of misters and re-wash produce using the alternatives outlined above

Part II

Municipal Water restriction has been lifted

When You Have Been Informed That the Water Supply is Safe Again

Recovery involves the necessary steps for re-opening and returning to a normal safe operation.

After either the municipality or regulatory authority has provided notice that the water supply is safe to use, the person-in-charge will ensure the following has been completed:

- Flush pipes/faucets: follow the directions of your water utility (in the newspaper, radio, or television) or, as general guidance, run cold water faucets for at least 5 minutes.
- Equipment with waterline connections such as post-mix beverage machines, spraymisters, coffee or tea urns, ice machines, glass washers, dishwashers, and other must be *flushed*, **cleaned**, and **sanitized** in accordance with manufacturer's instructions.
- Run water softeners through a regeneration cycle.
- Drain reservoirs in hot water tanks.
- Flush drinking fountains: run continuously for 5 minutes.

Ice Machine Sanitation:

- Flush the water line to the machine inlet
- Close the valve on the water line behind the machine and disconnect the water line from the machine inlet.
- Open the valve, run 5 gallons of water through the valve and dispose of the water.
- Close the valve.
- Reconnect the water line to the machine inlet.
- Open the valve.
- Flush the water lines in the machine.
- Turn on the machine.
- Make ice for 1 hour and dispose of the first batch of ice.
- Clean and sanitize all parts and surfaces that come in contact with water and ice, following the manufacturer's instructions.

**Part III
Emergency Contact Information Form**

Contact	Business/Name	Phone #	Contact Person
Manager			
Regional Office			
Home Office			
Orleans Police Department		911 Emergency (508) 255-0117	
Orleans Fire & Rescue		911 Emergency (508) 255-0050	
Orleans Health Department		(508) 240-3700 x450	Bob Canning Erika Woods
Orleans Health Department Emergency		(508) 255-0117	
Orleans Water Department		(508) 255-3700 x445	
Orleans Solid Waste Facility		(508) 240-3770	
Licensed Water Hauler			
Bottled Water Vendor			
Commercial Ice Vendor			
Refrigerated Truck Service			
Refrigeration Repair			
Portable Generator			
Waste Hauler			
Septic Tank Pumper			
Electricity Company			
Gas Company			
Telephone Provider			
Plumber			
Electrician			
Fire Extinguisher Service			
Building Restoration Specialist			
Security/Safety			
Poison Control Center		1-800-222-1222	
DPH Food Protection Program		1-617-983-6712	
State Laboratory Institute		1-617-983-6200	